

ROUTING AND TRANSMITTAL FORM

SUBJECT:

FROM:

DATE:

THRU:

DATE:

THRU:

DATE:

TO: COMMAND SECTION ATTN:

SUSPENSE CONTROL NUMBER: _____

☐ REQUEST FOR SIGNATURE:

☐ TAG

☐ AAG

☐ XO

☐ TAG IS THE ONLY PERSON AUTHORIZED TO SIGN (PROVIDE REFERENCE) _____

☐ REQUEST FOR REVIEW/APPROVAL:

☐ TAG

☐ AAG

☐ XO

☐ INFORMATION

☐ TAG

☐ AAG

☐ XO

THIS HAS BEEN STAFFED BY THE FOLLOWING ACTIVITIES EXTERNAL TO SENDER'S DIVISION OR SPECIAL/ PERSONAL STAFF ELEMENT:

ACTIVITY

CONCUR

NON-CONCUR

☐ EXTERNAL STAFFING IS NOT REQUIRED

COMMENTS:

SPECIAL PROCESSING/HANDLING REQUIREMENTS:

REVIEWED/APPROVED/RELEASED BY:

SIGNATURE

GRADE

TITLE

THIS SPACE FOR COMMAND SECTION USE

TO:

FROM:

DATE:

S:

TO:

FROM:

DATE: